

Director's Instruction

Number 04- 017

Title: **Approval Process, Official Foreign Travel**

Summary:

This instruction provides a change in the LANL approval process for all workers requesting official foreign travel. The modification directs that official foreign travel be approved through the line management chain rather than by the STB Program Director.

Applicability:

This instruction applies to Los Alamos National Laboratory (LANL) employees and any others who engage in official foreign travel on behalf of LANL. In particular, it applies to:

- Workers planning to go on foreign travel in an official capacity for LANL.
- Managers who must approve official foreign travel.
- The LANL Science and Technology Base (STB) Program Office and its Foreign Travel Program Office (FTPO).

This instruction modifies LIR 406-03-01, *Official Foreign Travel*, specifically the following sections:

- 5.1, *General Requirements for Official Foreign Travel*
- 5.2.1, *Requesting Approval for Official Foreign Travel*

All requests for official foreign travel must be approved by the line management chain (generally the group-level manager and division-level manager) before FTPO submits the request to the sponsor for approval. Line managers may not delegate approval authority other than to their deputies. Other processes and requirements of LIR 406-03-01 are not changed. STB-FTPO continues to manage, coordinate, and oversee the official foreign travel process for LANL. This instruction does not change the requirement for review and approval by Department of Energy (DOE) or other programmatic sponsors described in LIR 406-03-01.

This instruction goes into effect upon issuance. New travel requests must follow this instruction. Requests that are already in process do not have to be resubmitted, but must conform to this process to the extent feasible, in particular the provision for division-level manager re-validation after DOE approval.

Justification:

The purpose of this instruction is to streamline the approval process for official foreign travel by removing the requirement that the STB Program Director must approve all requests for official foreign travel. Line managers are accountable for the allocation of resources within their organization, including expenditure of funds and personnel time for official foreign travel, therefore are the proper approval authority for official foreign travel requests.

Instruction:

1. Workers. Workers who are planning official foreign travel must:

- Complete all required documentation listed in LIR 406-03-01, and submit it to their line manager.

- Not begin official foreign travel until all required approvals, including DOE or sponsor approval, have been obtained.

2. Group Leaders. Group level managers must:

- Review each official foreign travel request submitted by a member of their organization.
- Approve official foreign travel requests only if they determine that:
 - all conditions of this instruction and LIR 406-03-01 are met.
 - the travel is deemed essential.
 - the traveler is available for travel.
 - funding is available.
- Forward approved requests to the division level manager for approval.
- Inform the worker if the travel request is denied, and why.

3. Division Leaders. Division level managers must:

- Review each approved official foreign travel request forwarded by group level managers.
- Approve official foreign travel requests only if they concur with the group level approval.
- Inform the group level manager and the worker if the travel request is denied, and why.
- For requests for official foreign travel submitted by division office personnel, make the determinations in paragraph 2, bullet 2, above.

4. Re-validation. After DOE (or other sponsor) approval has been obtained, and before the foreign travel begins, the division level manager must re-validate:

- the need for the foreign travel
- that the worker is available for travel and that funding is available.

5. Directorate and Director's Office Personnel. Associate Directors will review, approve (or deny), and re-validate requests for official foreign travel submitted by their direct reports. The Deputy Laboratory Director will review, approve (or deny), and re-validate requests for official foreign travel submitted by members of the Director's Office (including the Director). The Director will review, approve (or deny), and re-validate requests for official foreign travel submitted by an Associate Director or the Deputy Laboratory Director.

6. Variance. Any variance from this instruction may be requested only for compelling programmatic reasons. Requests, including justification of compelling reasons, must be submitted in writing to the STB Program Director, and approved in writing by the STB Program Director with concurrence by the Associate Director for Strategic Research, before the variance is implemented.

Contact: The STB Foreign Travel Program Office, M716, 665-3096.

See also the STB Foreign Travel webpage at:

<http://stb.lanl.gov:8080/wosaserver/web?pg=/travel/index.xml>

Reviewed by the Policy Office Name M. Diana Webb	Signature Original Signature on File	Date August 24, 2004
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Issued by the Director George P. Nanos	Signature Original Signature on File	Date August 31, 2004
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This instruction will remain in effect until this information is included in the relevant implementing document or otherwise rescinded.